

Adjutant General's Department

7/2/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Staff Development Specialist II Training & Exercise Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=172195	KDEM	July 15, 2012
Topeka	1,2,3	Unclassified Full-time	NEW Staff Development Specialist II Exercise Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=172196	KDEM	July 15, 2012
Topeka	1,2,3	Unclassified Full-time	Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=172198	190 th Security Forbes	July 13, 2012
Ft. Riley	1,2,3	Unclassified Part-time	Utility Worker – 999 Hour https://www.da.ks.gov/ps/pub/reginfo.asp?id=172197	DOFE Camp Funston	July 12, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Staff Development Specialist – Training & Exercise Specialist **Division of Emergency Management**

The worksite for this position will be in either Topeka or Salina/Lindsborg, depending on the qualified applicant. It is preferred this employee live within a 50 mile radius of either of these sites due to required response time in case of emergencies.

Requisition # 172195 – Open until July 15, 2012 – Full time, unclassified with benefits, state position, \$23.31 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. Possibility of non-standard hours may be required.

Job Description: Responsible for the organization and implementation of diverse and technical training and exercise programs serving public safety professionals, private sector partners and other key stakeholders as well as general statewide training and exercise priorities. Coordination efforts include deployable and specialized assets with developing programs to enhance incident management abilities and skill levels. Develop exercises of all types consistent with national training and exercise standards and prepare after action reports and improvement plans. Coordinates positions specific courses and available DHS Consortium deliveries with partners based on defined needs and strategies. Work closely with and in support of training and exercise program staff.

Minimum and Preferred Qualifications: Prefer a degree in emergency or business management, homeland security, public administration or education. Four years of experience in developing programs and delivering instructional presentations. Knowledge of response systems and related training requirements is beneficial. Instructional certifications preferred, with an applied knowledge of adult learning principles and solid interpersonal skills. Individual will be required to complete FEMA's Professional Development Series coursework along with various ICS courses. **PLEASE NOTE:** Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172195. The Adjutant General's Department is an Equal Opportunity Employer.

NEW Staff Development Specialist – Exercise Officer **Division of Emergency Management**

The worksite for this position is in Topeka. It is preferred this employee live within a 50 mile radius of Topeka due to required response time in case of emergencies.

Requisition # 172196 – Open until July 15, 2012 – Full time, unclassified with benefits, state position, \$23.31 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. Possibility of non-standard hours may be required.

Job Description: Responsible for managing the day-to-day activities of building a comprehensive, statewide exercise program in support of local, regional and state partnerships. Develops, reviews and tracks state and local exercise strategies and monitors compliance according to program and grant guidance. Supports capability assessments and analyzes systems to identify performance gaps and skill development needs to enhance emergency management programs statewide. Develops and reviews after action reports and improvement plans and supports a corrective action program/system. Maintains an electronic library of exercise documents and submits required data and reports via secure portals and disseminates to key stakeholders and selected partners. Designs and conducts exercises to ensure exercise objectives are clearly defined and tracked, and develops evaluation methodologies to affect skill and system improvements. Serve as the point of contact for exercise development training and related skill development opportunities.

Minimum and Preferred Qualifications: Prefer a degree in emergency or business management, homeland security, public administration. Four years of experience in developing and managing programs and delivering instructional presentations. Knowledge of emergency management systems and response assets are beneficial. Instructional certifications preferred, with an applied knowledge of adult learning principles and solid interpersonal skills. Individual will be required to complete FEMA's Professional Development Series coursework along with various ICS courses. Certification as a Master Exercise Practitioner (MEP) is beneficial.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

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Resource Protection Officer **State Security Forces – Forbes ANG Base, Topeka, KS**

Requisition # 172198 – Open until July 13, 2012 Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week with actual days of work and days off to be determined. All application must be received by the closing date of 7/13/2012.

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

Minimum and Preferred Qualifications: Requires one year of armed security or police work. Possession of Air Force AFSC in Security Police &/or comparable Law Enforcement certification; or satisfactory completion of Air Force Security police augmentee training & six months of armed Air Force security police work. Education of 12 semester hours in criminal justice and 6 months armed security work may substitute for one year of experience. Requires drug screening; high school graduate or GED; must be at least age 21; no felony convictions by a civilian or military court; qualify semi-annually on duty weapons, pass annual physical fitness requirement.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172198. The Adjutant General's Department is an Equal Opportunity Employer.

Utility Worker Director of Facilities Engineering – Camp Funston, Ft. Riley, KS

Requisition # 172197 – Closes – July 12, 2012 – Unclassified, Part Time with NO State Benefits, \$11.21 per hour.

Job Description: The position is being hired to perform lawn and ground care during the summer season. Employee will perform mowing and trimming and will also perform some outside building and ground maintenance.

Minimum and Preferred Qualifications: Prefer skills in the use of tools and in the operations of machinery and equipment commonly used in lawn and ground care and in maintenance and repairing building systems; knowledge of work hazards and necessary safety precautions. Also prefer at least 6 months experience in one of the mechanical and/or building trades and the ability to interpret equipment technical manuals and building schematics.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. You may also apply by contacting Dave Smith, (785) 239-8294 or apply at CFTA in Bldg 1524, Camp Funston, Ft. Riley, KS 66442. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172197. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.